

# Z3F\_FA\_CHGE\_DOCS\_ERP - Due Date modification

## Warning


After running the transaction for the due date modification, please assure that the modification was successful executed in both systems. If not, please create an IS ticket

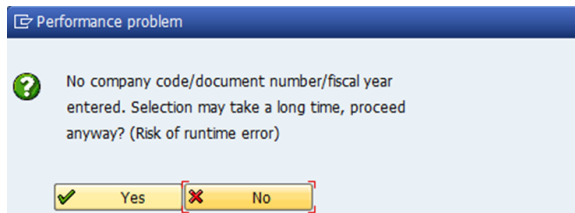
### STEP 1

Access transaction **Z3F\_FA\_CHGE\_DOCS\_ERP** in local system

You should choose the options "Change customer documents" and "Due date/Calculated paym. Date" according the screen above.

Then insert the customer number and company code.

Execute . The following screen will be shown:



Choose Yes

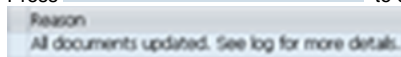
### STEP 2


In the screen below, you should check which are the documents which were requested to be changed:

### STEP 3

Add the new Due date and the status will become green:

Press  to complete the operation:

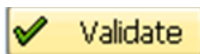


It is possible to see the modification in the log 

In case there are **more than one document to be modified** with the same value, select all the lines to modify and press

 Set new date for all lines

Add the due date and



Press  to complete the operation. The due date will be changed in WARP and Local System.

**Change document(s) field(s)**

Set new date for all lines | Update document(s) field(s)

| Status | Customer no. | Name         | Country | Doc. no.   | Com. | Fisca. | Item | Orig. Due Date | Due Date(new) | Baseline Date |
|--------|--------------|--------------|---------|------------|------|--------|------|----------------|---------------|---------------|
|        | 0000409207   | GAVIO S.P.A. | IT      | 6111005868 | 0270 | 2015   | 1    | 22.07.2015     |               | 22.07.2015    |
|        | 0000409207   | GAVIO S.P.A. | IT      | 6111010681 | 0270 | 2015   | 1    | 29.02.2016     |               | 31.12.2015    |
|        | 0000409207   | GAVIO S.P.A. | IT      | 6111010682 | 0270 | 2015   | 1    | 29.02.2016     |               | 31.12.2015    |


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|--------|--------------|--------------|---------|------------|------|--------|------|----------------|---------------|---------------|
|        | 0000409207   | GAVIO S.P.A. | IT      | 6111005868 | 0270 | 2015   | 1    | 22.07.2015     |               | 22.07.2015    |
|        | 0000409207   | GAVIO S.P.A. | IT      | 6111010681 | 0270 | 2015   | 1    | 29.02.2016     | 25.03.2016    | 31.12.2015    |
|        | 0000409207   | GAVIO S.P.A. | IT      | 6111010682 | 0270 | 2015   | 1    | 29.02.2016     |               | 31.12.2015    |

Choose new values to apply on this (these) document(s)

New date: 30.11.2013

 Validate

**Warning**

For some documents you will not have the "Due date (new)" field editable meaning that you will not be able to change it though this transaction. This can be due several reasons which the most commons are related to the fact that it is a credit note already due or a document with special g/l indicator. In these cases, an IS ticket should be created asking IS to proceed with the change (we should assure that the date is correct in WARP and local system).